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12 June 1975

MEMORANDUM FOR: Director of Training

SUBJECT : End of Course Report for Preparing for Overseas
Assignment -- 3-4 June 1975

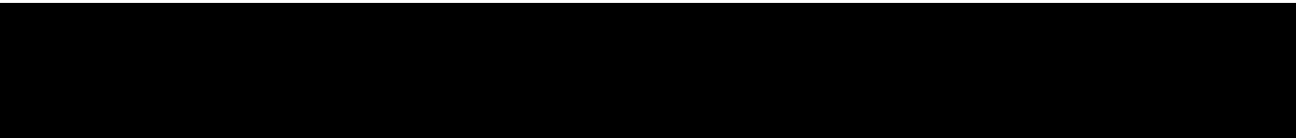
1. General

Enrollment for the 3-4 June Preparing for Overseas Assignment course was 32, which included 12 dependent wives. This represents the largest enrollment of dependent wives since the reorganization of the course in April 1974. Grade range of the class was GS-04 to GS-17.

2. Program Content

25X1A No major changes were made in the program for this running. [REDACTED] returned to lecture on adapting to life in a new culture. His presentation continues to be most effective. A 15-minute film version of Mr. James Bostain's lecture on non-verbal communication was included in the program. This film was made by the U.S. Navy Training Office for use in its overseas orientation courses. A copy of the film has been made available to OTR. [REDACTED] of the Office of Medical Services, participated in the course for the first time. 25X1A

25X1A



3. Evaluations and Projections

Evaluations were enthusiastic with many commenting that for maximum usefulness this course should be given as soon as possible after overseas assignments are made. The Senior DDO Training Officer will be asked to bring this suggestion to the attention of the division training officers in an effort to get staffers and dependents enrolled in the course as early as possible, other training requirements permitting. It was also suggested that the panel discussion, "Transplanting

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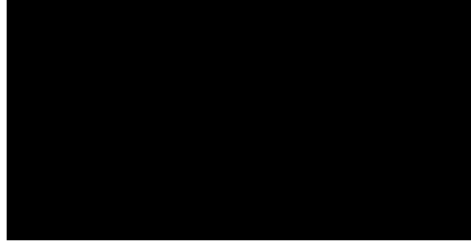
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Your Household," be allotted more time, possibly devoting an entire afternoon to this subject. An open-ended session will be tried at a future running.

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Atts.

- A - Course Schedule
- B - Course Rosters

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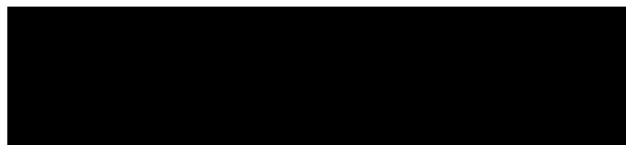
PREPARING FOR OVERSEAS ASSIGNMENT

3 - 4 June 1975

Room 802
Chamber of Commerce Building

Intelligence Institute
Office of Training

25X1A



Room 925, C of C
Extension 2/42

PREPARING FOR OVERSEAS ASSIGNMENT

Course Objective

PHASE I - OVERSEAS SERVICE FOR CIA

Personnel attending this Phase are expected to:

a) gain a better understanding of cover, medical, security and legal problems which CIA employees might encounter during service abroad; and b) acquire a limited feeling for important cultural differences which may be encountered in working and living among foreigners.

OVERSEAS SERVICE FOR CIATuesday, 3 June

0845 - 0915

Introductions, handout of kits,
discussion of course objectives
and methods.

25X1A

0915 - 0945

FILM: "Inner Man"

A film contrasting dominant behavior patterns in the Mediterranean area,

1000 - 1200

LIVING IN A NEW CULTURE

25X1A

"Culture shock" is a phrase often used to describe the impact of unforeseen problems besetting us when moving from one cultural environment to another. Our speaker will suggest some of the more difficult areas of adjustment, and indicate ways in which we can better prepare ourselves for living and working abroad.

1200 - 1300

LUNCH

1300 - 1400

SECURITY

25X1A

The speaker will outline the security practices you should follow overseas. He will highlight security problems in specific areas of assignment and cover in general terms the subject of terrorist activities.

1410 - 1510

LEGAL CONSIDERATIONS FOR AGENCY
PERSONNEL GOING OVERSEAS

25X1A

The need to prepare certain legal documents prior to overseas service will be discussed by our speaker. He will also review your responsibilities in the field of Federal and State taxes while serving abroad.

1520 - 1640

Discussion and review of the
day's sessions.

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Wednesday, 4 June

0840 - 0855 FILM: "Non-Verbal Communications"

Mr. James Bostain, Scientific Linguist, Department of State, alerts us to the peculiarities of our American cultural, educational and linguistic values and aims at breaking through our preconceptions to create a greater understanding of other, foreign values, with which we will come in contact while living abroad.

0900 - 1000 COVER

What is the meaning and rationale of cover and how do we maintain cover while serving abroad? Our speaker will address these questions and discuss ways in which you can overcome cover problems.

1015 - 1100 CENTRAL PROCESSING BRANCH

The speaker will review the organization and functions of the various components of Central Processing Branch and how each assists you in your overseas processing.

1115 - 1215 "The Changing Role of the Field Station Today"

25X1A

A videotape of an address by [REDACTED] to a CIA audience in April 1974.

25X1A

1215 - 1330 LUNCH

1330 - 1430 TRANSPLANTING YOUR HOUSEHOLD

Panel discussion (for the women) to be held in room 926 (Conference Room).

Optional film for the men to be shown in room 802.

1445 - 1545 MEDICAL CONSIDERATIONS FOR AGENCY
PERSONNEL AT OVERSEAS STATIONS[REDACTED]
Office of Medical
Services

25X1A

The physical and mental health of its employees overseas is a matter of paramount interest to the Agency. Our speaker will describe how the Office of Medical Services provides world-wide support to personnel serving abroad and will discuss ways in which you can prepare yourself for your assignment.

1545 - 1615 Course review and evaluation

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